



SUBDIVISION APPLICATION

Date received: _____ Fees Paid: _____ Receipt #: _____ Application #: _____

Name of Subdivision: _____

Location or Address of Property: _____

Tax ID/Parcel Number: _____ Current Zoning: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Project Description: _____

Property Owner: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Authorized Agent: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Engineer/Surveyor: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

***NOTE:** All sections of this application must be complete and fees paid upon submittal.

*The Authorized Agent listed above will also be the contact person for this project. If you have any questions, please direct them to the Community Development Staff at (435) 734-6604.

APPLICANT'S AFFIDAVIT

STATE OF UTAH)
 §
COUNTY OF BOX ELDER)

I, (we) _____, being duly sworn, depose and say that I, (we) am (are) the owner(s)* or authorized agent(s) of the owner, of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

*May be owner of record, contact owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

Property Owner

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

AGENT AUTHORIZATION

(Required when the applicant is **not** the property owner)

I, (we) _____, the owner(s) of real property at _____, do authorize _____ to represent me (us) as my (our) agent with regard to this application affecting the above described real property, and to appear on my (our) behalf before any City Boards considering this application.

Dated this _____ day of _____, 20_____.

Property Owner

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

SUBDIVISION SUBMITTAL CHECKLIST

Circle one of the following:

SKETCH PLAN PRELIMINARY PLAT FINAL PLAT AMENDMENT OTHER

1. Parcel size: _____ 2. Tax ID/Parcel number: _____
3. Right-of-Way of existing access road(s): _____
4. Current zoning: _____ Number of lots: _____
5. Required lot area: _____ Required width: _____
6. Area of smallest lot: _____ Width: _____

Applicant Responsibility

- ☐ Submit a completed SUBDIVISION application with APPLICANT'S AFFIDAVIT
- ☐ Submit completed DEVELOPER NOTIFICATION form
- ☐ Submit twelve (12) copies (24" x 36") of the preliminary /final plat and twelve (12) copies (11" x 17") based on the following Brigham City Ordinances: (see page 4)
 - Chapter 25.06.030. Drawing Requirements
 - Chapter 25.06.040. Supporting Documents Required
 - Chapter 25.06.050. Summary Statement of Proposal
- ☐ Pay applicable **fees**:
 - Subdivision: Preliminary Plat, Vacation
 - \$250.00^{ab}
 - Subdivision: LTTL, Planned Unit Development (P.U.D.), Amendment, Final Plat
 - \$500 for up to 5 lots. Add \$10 per lot over 5.^{ab}

I _____ hereby state that I am the property owner/authorized agent as noted on page one of this application. I also understand that the property owner listed on page one of this application will be billed and responsible for repayment of all engineering fees as explained in the footnotes below.

Signed: _____

Date: _____

^a This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).

^b **Engineering fee in excess of 1-hour will be reimbursed by the applicant monthly to the City for the actual cost.** A financial guarantee shall be made to the City through an escrow agreement, cash deposit or payment bond in the amount of amount of **\$500.00** (due at the time of application). Upon final completion of the project, this guarantee will be refunded to the applicant upon final approval of the City and payment of the final engineering bill.

DEVELOPER NOTIFICATION

Utah State Code 54-3-27(5) A subdivision plat that includes a public utility easement may not be recorded unless the subdivider has provided the municipality or county with proof that each public utility as identified by the municipality or county as holding an interest in the public utility easement has, as a courtesy, been notified at least 14 calendar days prior to recording.

Said Developer, _____ does hereby certify that the following public utilities were notified for the following proposed subdivision: _____.

Developer

Date

STATE OF UTAH)
)
 §
COUNTY OF)

On the ____ day of _____, A.D. 20____ personally appeared before me, _____ the signer(s) of the within instrument who duly acknowledged to me that they executed the same.

Notary Public

Brigham City Corp.

Authorized Signature*

Date _____

Cable Co. (Comcast)

Authorized Signature*

Date _____

Gas Co. (Questar)

Authorized Signature*

Date _____

Telephone Co. (Qwest)

Authorized Signature*

Date _____

UTOPIA

Authorized Signature*

Date _____

***** Or copy of Letter sent to the organization and any response from the utility. *****

Contact List:

Phone #**Fax #**

Address

Brigham City Corp.

435-734-6619

435-723-8132

20 N. Main Brigham City, UT 84302

Comcast Cable

801-401-3031

801-401-3290

1350 Miller Ave, Salt Lake City, UT 84106

Ouestar

801-395-6734

801-395-6799

2974 Washington Blvd. Ogden, UT 84401

Qwest

801-675-0680

801-626-5303

431 26th St. Ogden, UT 84401

UTOPIA

801-990-5450

801-908-7225

2175 South Redwood Road, West Valley City, UT 84119

25.06.030. Drawing Requirements.

The accuracy of location of alignments, boundaries, and monuments shall be certified by a registered land surveyor licensed to do such work in the state of Utah. A workmanlike execution of the Plat shall be made in every detail. A poorly drawn or illegible Plat is sufficient cause for rejection. The following data shall be submitted as part of the Preliminary Plat submission:

A. A vicinity sketch showing perimeter outline of the plan, accesses, abutting subdivision outlines and names, and other relevant information within a one-half (1/2) mile distance of the perimeter of the proposed plat.

B. A traverse map of the (monumented, see 25.07.050) perimeter of the proposed subdivision. The traverse shall have an error of closure of not greater than one part in 10,000. Survey tie into the state grid or other permanent marker established by the County surveyor is required, if practical.

C. The existing contours at two (2) foot intervals for predominant ground slopes within the tract between level and five percent (5%) grade and five foot (5') contours for predominant ground slopes within the tract over five percent (5%) grade. Elevations shall be based on National Geodetic Survey sea level data. In cases of predominately level topography throughout a subdivision, one foot (1') interval contours may be required.

D. Lot and street layout.

E. Dimensions of all lots to nearest foot (which may be scaled values).

F. Total acreage of entire proposed subdivision.

G. Lots and blocks numbered consecutively.

H. Locations and identification of all existing and proposed public and private easements.

I. Existing and proposed street names.

J. Street profiles to show proposed grades.

K. The Plat shall be drawn to a scale not less than one (1") inch equals one hundred (100') feet, and shall indicate the basis of bearings, true north point, name of subdivision, name of municipality, township, range, section, and quarter section, block and lot number of the property under consideration.

L. General location in the subdivision area of trees over six inches (6") in diameter, measured at four and one-half (4 1/2) feet above the ground. In cases of heavily wooded areas, indication of the outline of wooded area and location of trees which are to remain. It is the intent of this requirement to determine the approximate location of trees for design evaluation rather than to require unnecessary surveying of exact tree location.

M. An affidavit that the applicant is the owner, the equitable owner, or authorized by the owner in writing to make application for the land proposed to be subdivided.

N. Sites, if any, to be reserved or dedicated for parks, playgrounds, schools, or other public uses.

O. Sites, if any, for multi-family dwellings, shopping centers, community facilities, industry, or other uses, exclusive of single-family dwellings.

P. Location, function, ownership and manner or maintenance of common open space not otherwise reserved or dedicated for public use.

25.06.040. Supporting Documents Required.

The following shall accompany and be a part of the submission:

A. Three (3) copies of the Sewage Disposal Report (Appendix B) where on-lot sewage treatment is proposed.

B. A Location and Vicinity Map showing the following:

1. Related existing and planned streets and highway systems.
2. Subdivision boundary lines.
3. Zoning districts, taxing districts, and other special districts, if any.
4. Water sources.
5. Significant vegetation patterns.

C. A map at a suitable scale showing the following:

1. Proposed future street layout in dashed line for any portion or parcel of the plan which is not being subdivided at the present time.
2. Water courses and proposed storm water drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas or swamps. (**Note:** Detailed design of drainage structures is not required for a preliminary plat).

3. Approximate boundaries of areas subject to inundation or storm water overflows of an intensity estimated to occur with a return frequency of once every hundred (100) years.

4. Existing buildings, other easements, telephone lines, gas lines, power lines, and other features located on the subdivision and within two hundred (200) feet of its boundaries.

5. A composite utility easement plan showing location, size and proposed use of all easements. All utilities must be constructed within approved easements.

6. The substance of all other covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures.

D. Geologic maps and investigation reports regarding area suitability for the proposed development.

E. Soil type maps and tables of soil type interpretations based on the National Cooperative Soils Survey, U.S. Department of Agriculture, Soil Conservation Service, provided by Soil Conservation District.

F. A letter from each utility company involved, addressed to the Planning Commission, stating that they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements.

25.06.050. Summary Statement of Proposal.

A summary statement to be submitted shall include:

A. Total development area, and number of proposed dwelling units.

B. Total number of square feet in nonresidential floor space.

C. Total number of off-street parking spaces, including those associated with a single-family residential development.

D. Estimated number of gallons per day of water system requirements where distribution system is proposed.

E. Estimated number of gallons per day of sewage to be treated, where central sewage treatment facility is proposed.

F. Estimated construction cost and proposed method of financing of the streets and related facilities; water distribution system; sewage collection system; storm drainage facilities; and such other utilities as may be necessary.

G. Survey notes of subdivision perimeter survey and copies of all monument records.